

Attachment 1

Training Enrollment/Attendance Policy

ATTENDANCE

Program curriculum is intensive; as such it is important for participants to attend all scheduled sessions. The senior/lead instructor for each course will be designated the course manager. Credit for course completion may not be granted to participants if any sections of the course are missed. All absences will be handled on an individual basis between the student and the course manager. Only the course manager for the State may authorize an absence.

Business casual to casual dress is appropriate for most course work; however, some courses may require outdoor practical exercises or activities. In courses requiring outdoor activities sturdy footwear, jeans or other rugged attire should be considered. Sandals and/or open-toe footwear are not appropriate unless prior approval is granted by the course manager. Course participants should keep in mind Arkansas' vulnerability to seasonal extremes and plan accordingly. When in doubt please consult the course description or call the Training and Exercise Branch at 501-683-6700.

All communication devices (i.e. cellular phones, including Blackberries and other email monitoring technology, pagers, radios, etc.) must be kept on silent or vibrate during class. Audible alert tones are not acceptable. Many course participants are in an "on-call" status. To keep class disruption to a minimum, course participants are asked to accept/respond to EMERGENCY calls only. Sufficient break times will be scheduled during each course, allowing the monitoring of voice mail and/or email.

Certain courses requiring strenuous physical activity and/or the use of personal protective equipment may require medical clearance. Participants applying to these courses will be required to provide the appropriate documentation prior to course conduct. Please consult the course description or contact the Training and Exercise Branch if you have any questions.

PRE-REQUISITES

ALL course applicants will be required to provide proof of successful completion of IS 700, Introduction to the National Incident Management System (NIMS) and ICS 100, Introduction to the Incident Command System. Both of these courses are available as independent study on the FEMA-EMI web page: (<http://www.training.fema.gov/EMIWeb/IS/crslist.asp>)

COURSE WORK

Many courses require completion of class projects, individual reports and examinations. Participants should anticipate spending additional time in evening work sessions for course preparation and study purposes.

TESTING PROCEDURE

Each class will consist of a pre-test and a post-test. In regular classes a minimum score of 70% must be achieved for a certificate of completion to be awarded. In the Mission Specific Courses a minimum score of 80% must be achieved and in Train-the-Trainer Courses a minimum score of 90% must be achieved. Class participants who do not meet the minimum score requirements will be required to challenge the complete course again before being allowed to re-test.

PARTICIPANT EXPENSES

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All course participants should come prepared to cover ALL out of pocket expenses. Eligible state and local government employees, paid and volunteer first responders, along with other approved individuals attending courses and residing outside a fifty mile radius of the course location may claim reimbursement for lodging and meals at the federal per diem rate for that venue.

Reimbursement procedures will be reviewed during each course. **Participants who fail to attend all sessions of a course risk loss of certification and reimbursement.**

CLASS SIZE

Federal guidelines set the minimum class size at 20 students, unless otherwise noted. Maximum size will vary depending on the course. **If an insufficient number of people register for a course, the course may be canceled and may or may not be rescheduled within the current year.**

COURSE LOCATIONS

ADEM attempts to provide the best possible instruction with time and locations convenient for all interested students. ADEM will conduct or coordinate requested courses in a specific area of the state as time, personnel and budget constraints allow. Requests for specific courses should be made as far in advance as possible and the sponsoring entity shall provide a minimum of 20 students for each course.

REGISTRATION

HOW TO APPLY

Application for enrollment is required for all courses and may be made by completing an application and returning it to this office at least three weeks prior to the course. An online application is available on the Training web link located on the ADEM homepage (www.adem.arkansas.gov). Early applications are strongly advised.

ADMINISTRATIVE INFORMATION

A letter acknowledging your enrollment will be sent to you after your application has been approved and the course has the minimum 20 students enrolled.

Late enrollments may be accepted by phone if space is available. Substitution of enrolled participants is permitted, but must be coordinated in advance. Enrollment is limited in most courses and applications will be accepted based on date of submission.

Please contact the Training and Exercise Branch **no later than 72 hours prior to course conduct**, if you need to cancel your registration so that vacant slot can be offered elsewhere. **Failure to cancel a course enrollment will disqualify the student from enrolling in ADEM managed courses for a period of 12 months. Special circumstances may be reviewed on a case by case basis.**

Course offerings, dates and locations are subject to change or cancellations based on enrollment, availability of instructors, facilities and funding.

CANCELLATIONS

In the event it may be necessary to cancel a class, every effort will be made to reschedule the course and notify each applicant as early as possible prior to the start of the class.